

**STATE OF NEW JERSEY**

BUREAU OF PURCHASE
33 WEST STATE ST 8TH FL TRENTON, NJ 08625-0230
PROFESSIONAL CONTRACT

CONFERENCE, BANQUET, AND HOTEL
FACILITY RENTAL STATEWIDE

NUMBER : A65364
DATE : 04/07/06
BUYER : DOREICA HOLT
PHONE : (609) 633-3907
EFFECTIVE DATE : 04/07/06
EXPIRATION DATE : 04/06/08
T-NUMBER : T0364
CONTRACTOR : HYATT REGENCY NEW BRUNSWICK

PAGE: 1

HYATT REGENCY NEW BRUNSWICK
2 ALBANY STREET
NEW BRUNSWICK NJ 08901

VENDOR NO. : 941649123 03
VENDOR PHONE : (732)873-1234
FEIN/SSN : 941649123
REQ AGENCY : 822050
BUREAU OF PURCHASE

AGENCY REQ NO. :
PURCH REQ NO. : 1029301
FISCAL YEAR : 06
COMMODITY CODE : 97165
SOLICITATION # : 37162
BID OPEN DATE : 02/28/06

TERM CONTRACT FROM: 04/07/06 TO: 04/06/08 ESTIMATED AMOUNT: \$.00

1. ORDERING PERIOD: CONTRACT BEGINNING ORDERING PERIOD IS:04/07/06
CONTRACT ENDING ORDERING PERIOD DATE IS:04/06/08
2. F.O.B. POINT: DESTINATION
3. DELIVERY: DELIVERY WILL BE MADE WITHIN 001 DAYS ARO UNLESS
SPECIFIED DIFFERENTLY ON EACH LINE OR UNLESS AN ALTERNATE
DELIVERY SCHEDULE IS INDICATED. AN ALTERNATE DELIVERY
SCHEDULE IS ENCLOSED HEREIN:NO
4. CASH DISCOUNT TERMS: CASH DISCOUNT TERMS ARE 00.00% DAYS.
5. PERFORMANCE BOND: PERFORMANCE BOND REQUIRED:NO ; DATE REQUIRED 00/00/00
AMOUNT \$0 ; PERCENT OF CONTRACT 0.00%
6. RETAINAGE: RETAINAGE PERCENT IS 0.00%
7. COOPERATIVE PROC: THIS CONTRACT IS AVAILABLE FOR POLITICAL SUBDIVISION USE UNDER
THE COOPERATIVE PROCUREMENT PROGRAM NO
8. BID REFERENCE NO: YOUR BID REFERENCE NUMBER IS:06-X-37162
9. AWARDED LINES: YOU WERE AWARDED 1 LINES FROM THE SOLICITATION NUMBER 37162 .
THESE LINES ARE INCLUDED AS A PART OF THIS CONTRACT.

ALL TERMS AND CONDITIONS AS A PART OF SOLICITATION NUMBER 37162 INCLUDING ANY ADDENDA
THERE TO AND ALSO INCLUDING THE BIDDER'S PROPOSAL AS ACCEPTED BY THE STATE ARE
INCLUDED HEREIN BY REFERENCE AND MADE PART HEREOF EXCEPT AS SPECIFIED HEREIN

THIS IS NOTICE OF ACCEPTANCE BY THE DIRECTOR OF THE DIVISION OF PURCHASE AND
PROPERTY ACTING FOR AND ON BEHALF OF THE STATE OF NEW JERSEY, OF THE OFFER
REFERENCED ABOVE BY YOUR FIRM WHOSE NAME AND ADDRESS APPEAR ABOVE.

Doreica Holt
BUYER

4-10-06
DATE

*** ORIGINAL SIGNED ***

FOR DIRECTOR DATE
DIVISION OF PURCHASE AND PROPERTY

USING AGENCIES CANNOT PROCESS INVOICES FOR PAYMENT OF DELIVERED
GOODS AND/OR SERVICES UNTIL THE PROPERLY EXECUTED BOND HAS BEEN
RECEIVED AND ACCEPTED BY THE PURCHASE BUREAU.

PURCHASE BUREAU (FILE COPY)

PRICE SHEET		PROFESSIONAL CONTRACT			
BUREAU OF PURCHASE PURCHASE BUREAU STATE OF NEW JERSEY 33 WEST STATE ST 8TH FL PO BOX 230 TRENTON NJ 08625-0230		NUMBER : A65364 T-NUMBER : T0364 CONTRACTOR: HYATT REGENCY NEW BRUNSWICK			PAGE 2
LINE NO.	COMMODITY/SERVICE DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT PRICE OR PERCENT DISCOUNTS	EXTENDED AMT IF APPLICABLE
00001	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 STATE-WIDE ONLY COMMODITY CODE: 971-65-015726 [ROOM RENTAL OR LEASE FOR CONFERENCES,...] ITEM DESCRIPTION: CONFERENCE, BANQUET AND HOTEL FACILITY RENTAL. THIS PRICE LINE IS FOR STATE AGENCY USE ONLY. THE USING AGENCY SHALL USE THIS PRICE LINE FOR ALL PURCHASE ORDERS AND PAYMENT ACTIVITY FOR THIS CONTRACT. THE USING AGENCY SHALL FOLLOW SELECTION PROCEDURES THAT WILL BE IN THE NOTIFICATION OF AWARD (NOA) FOR METHOD OF ENGAGEMENT. CONFIRMATION TO THE CONTRACTOR SHALL BE VIA PURCHASE ORDER FOR SPECIFIC EVENTS AS NOTED IN WRITTEN QUOTES SUBMITTED WITH THE BID PROPOSAL. PRICES ON THE WRITTEN QUOTES CANNOT EXCEED MAXIMUM RATE SUBMITTED BY THE CONTRACTOR WITH THE BID PROPOSAL AND CONTAINED IN THE NOA. THE USING AGENCY SHALL ENTER THE TOTAL QUOTE PRICE AS "CATALOG" PRICE WITH A NET OR ZERO DISCOUNT.	1	EACH	NET	

BIDDERS DATA SHEET

Facility Information
06-X-37162

The bidder shall provide the following information

- 1) Indicate below if the facility is in compliance with the American Disabilities Act and/or the NJ Barrier Sub-code.

☐ American Disabilities Act

☐ NJ Barrier Sub code

☒ Both

- 2) Facility popular brand name: Hyatt Regency New Brunswick

- 3) Street address: 2 Albany Street

New Brunswick, New Jersey 08901

- 4) Telephone number: 732.813.1234 Facsimile number: 732.873.1382

- 5) Federal Identification Number (FEIN #): 941-649-123/001

- 6) Name of person to contact for this contract: Bill Pierce

- 7) Contact telephone number: 732.861.2255 Facsimile number: 732.861.2264

- 8) Contact email address (optional): bpierce@hyatt.com

- 9) Number of guest rooms for overnight lodging: 288

- 10) Regional location of the facility: ☐ Northern ☒ Central ☐ Southern

- 11) Provide the facility's confirmation and cancellation policy below or provide policy separately. Policy must be submitted with the bid proposal.

see page # 1 under 3.2. Contractor Requirements, letter b

12) Provide the procedures for requesting special dietary meals:

see page #1 under 3.2 Contractor Requirements, letter b

AUDIO, VIDEO INFORMATION

1) Does your facility have an exclusive arrangement with an outside audiovisual contractor/equipment provider

☒ Yes

☐ No

If yes the following information shall be provided:

Name of audiovisual supplier: PSAV

Address of supplier: 2 Albany Street, New Brunswick, NJ 08901

corporate offices: 1700 East Golf Road, Suite # 400, Schaumburg, IL 60173

Supplier's Federal Identification Number (FEIN): 13-4025666

Suppliers telephone Number: 732.246.2400

Facsimile Number: 732.246.2729

Name of supplier's contact person: James Cote

The bidder shall provide with the bid proposal all pricing for audiovisual services. These prices shall be firm through the term of the contract. If no prices for audiovisual services are submitted with the bid proposal and is offered to the State it will be at no cost to the State.

**REQUEST FOR PROPOSAL FOR CONFERENCE, BANQUET, & HOTEL
FACILITY RENTAL STATEWIDE BID #06-X-37162**

Hyatt Regency New Brunswick

3.2 Contractor Requirements

b.) Hotel confirmation policy is that reservations are to be guaranteed with a major credit card, cash deposit, personal check received 14 or more days prior to arrival, accepted purchase order number with a copy of the purchase order from approved clients, direct billing that has been approved by our Accounting Department.

b.) Guest room cancellation for individual guest reservations is 24 hours prior to the arrival date. For Groups with rooms and meeting space, the cancellation can be at any time prior to the event with a certain percentage fee assessed. Should the program be rebookable within a 6-month time frame, the fee will not be assessed. For Catering Functions only, the cancellation is as follows:

More than six (6) months from arrival date - 40% of revenue commitment
Less than six (6) months to one (1) month from arrival date - 60%
Less than one (1) month up to arrival date - 100%

c.) Request for dietary meals – At the time the menus are being finalized, it is up to the meeting/function planner to advise the hotel that there will be special needs for their attendees. At that time, the hotel will address these needs and provide suitable menus for the planner. Should these meals require procurement from and outside vendor, the planner may have to provide payment for any additional fees associated with these requests.

e.) Current Contact Name:

Nadine Stoddart
Senior Sales Manager
732.867.2258/direct phone
732.867.2264/fax
nstoddart@hyatt.com

Bill Pierce
Director of Sales & Marketing
732.867.2255/direct phone
732.867.2264/fax
bpierce@hyatt.com

f.) Location – The Hyatt Regency New Brunswick is located at 2 Albany Street, New Brunswick, NJ 08901. The hotel is located in the County Seat of Middlesex County which is mid state, approximately 40 minutes south and west of New York City and @1.5 hours north and east of Philadelphia.

g.) Meeting Room Space with Set Up:

Please see attachment #1, Room Dimensions & Capacities

h.) The hotel has a total of 288 guest rooms of which 234 are presently non-smoking, 17 suites of varying sizes, and 12 are for the physically challenged basic life saving techniques and CPR.

j.) Parking at the Hyatt Regency New Brunswick is a covered parking deck is currently \$8.00 a day.

k.) Hotel meets all current ADA standards.

l.) Message Center can be established in an area adjacent to meeting or messages may be placed on guest room phone for all in house guests.

m.) Wake up services are handled through the Hotel Operator or Front Desk.

n.) Recreational Activities – On the hotel site we have a 24-hour health club, which includes a pool and Jacuzzi. Other on-site activities include tennis courts and basketball hoops, which are free of charge. Located in close proximity and fee based are pool halls, racquetball courts, theme parks, racetracks, movie theaters and golf.

3.5 Conference & Seminar Requirements

All individual meeting specifications will be fulfilled.

3.6.2 Price List For Audio Visual

Please see attachment #2 from PSAV Services for pricing.

Supplement to 3.6.2 Internet Pricing: \$9.95 for 24-hour usage for individual guest. Meeting rooms are \$300.00 per meeting room. All terms are negotiable.

3.9 All rates are done in a range, as pricing is dependant on what the meeting/function planner chooses.

- a.) Continental Breakfast \$14.00 and above
- b.) Plated Breakfast \$15.00 and above
- c.) Buffet Breakfast \$22.00 and above
- d.) Box Lunches \$22.00 and above
- e.) Plated lunch \$23.00 and above
- f.) Buffet Lunch \$28.00 and above
- g.) Plated Dinner \$33.00 and above
- h.) Buffet Dinner \$39.00 and above
- i.) AM Break \$12.00 and above
- j.) PM Break \$13.00 and above
- k.) Snacks Only \$12.00 and above
- l.) Meeting Break Packages (Continental Breakfast, AM Break & PM Break \$28.00 and above

m.) Evening Reception (no alcohol) \$28.00 and above

3.9.1.4. Lodging

Hotel compliant with all lodging requirements.

attachment #2

PERTAINS TO RFP SPECS
3.6.2



Pricing information for New Jersey State RFP 2007&2008

Provided By Presentation Services on Behalf of The Hyatt Regency New Brunswick

DVD player & projector \$640 & up Depending on room And Group size
PC & large screen display or projector \$790 & up Depending on room And Group size
Slide projector & large display screen \$ 150 (includes up to 8' Screen and Wireless Remote)
Transparency projector with remote \$95 Includes Screen, Overhead projectors do not have remotes
VHS with large display with remote Vhs/Mon PKG is \$215 (includes 27" Sony Wega monitor)
VHS player w/ video projector, remote & audio/visual cart \$615 & up Depending on room And Group size
LCD projector and laptop pc w. Microsoft PowerPoint Software \$790 & up Depending on room And Group size
Extension Cords \$15
Power Strips & extension cords \$25
Wireless Lavalier microphones \$160
Standing or table top lectern w/microphone \$35 May Require Mixer @\$45
Sound reinforcement system appropriate for room to be used \$150 & up Depending on room And Group size
laser pointer \$25
extra microphones Shure sm58's \$35 May Require Mixer @\$45
TV monitor for video teleconferencing \$125 for 27" Sony Wega
flipcharts w/easels \$45

Access for internet connection &/or video teleconferencing

* must designate type and max speed provided by internet provider Presentation Services does Not
Provided the internet access at this hotel. Please Contact your hotel sales professional in regard to Pricing
Information

James Cote
Director of Audio Visual
Presentation Services
Hyatt Regency New Brunswick
2 Albany Street
New Brunswick, New Jersey 08901

■ Direct: 732.246.2400
■ Fax: 732-246-2729
■ Mobile: 732.371.5558

www.ps-av.com

Service is First, in everything we do.

Federal Tax ID # 13-4025666

PRICING AND SUPPORTING DETAILS TO BE COMPLETED BY THE BIDDER

CONFERENCE, BANQUET, AND HOTEL FACILITY RENTAL

Bid Number 06-X-37759

Food Services Charges

Refer to RFP Section 3.0 (Scope of Work) for requirements. The bidder shall provide the following food services charges:

* → determined by client request

Descriptions	Hours of Operation	Year 1	Year 2
Continental Breakfast	6 am - 9 am	\$ 14 +	\$ 15 +
Plated Breakfast	6 am - 10 am	\$ 15 +	\$ 16 +
Buffet Breakfast	6 am - 10 am	\$ 22 +	\$ 23 +
AM Break	9 am - 11 am	\$ 12 +	\$ 13 +
Plated Lunch	11 am - 2 pm	\$ 23 +	\$ 24 +
Buffet Lunch	11 am - 2 pm	\$ 28 +	\$ 29 +
Box Lunch	11 am - 2 pm	\$ 22 +	\$ 23 +
PM Break	1 pm - 4 pm	\$ 13 +	\$ 14 +
Plated Dinner	5 pm - 10 pm	\$ 33 +	\$ 34 +
Buffet Dinner	5 pm - 10 pm	\$ 39 +	\$ 40 +
Snack Only	1 pm - 4 pm	\$ 12 +	\$ 13 +
Evening Reception	5 pm - 8 pm	\$ 28 +	\$ 29 +
Gratuity and/or services charge rate	N/A	20 %	20 %

+ please note, pricing is based upon menu selections chosen by meeting planner.

Package Charge Rates

The bidder may provide an alternate package pricing structure in the form of package rates. These charges, which are billed on a per person, per day basis are all inclusive of the following services required by the State for an event.

- ☐ Food (breakfast, AM break, lunch, PM break and dinner)
- ☐ Lodging
- ☐ Meeting rooms (all inclusive)
- ☐ Breakout rooms

If using the package price structure, the bidder must provide the following half day and full day per person package rate and the services charge (a.k.a. gratuity) rate must be enter below.

Package Charge Rates	Year 1	Year 2
Half day package rates	\$ 59+	\$ 61+
Full day package rates	\$ 84+	\$ 87+
Gratuity and/or services charge rate	20 %	20 %

Half Day Meeting Room Rates

The bidder shall provide the required information for the following half day meeting room rates. The bidder may attach this information but it must be indicate in the following.

* see attachment #1 for all rooms/ all seating capacity

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	Regency Ballroom	925	\$ 5000	\$ 2500
Classroom	Conference A	45	\$ 150	\$ 200
Crescent Rounds	Garden State Ballroom	130	\$ 350	\$ 400
Conference	Conference B/C	120	\$ 700 (ns)	\$ 800 (ns)
Theater	Brunswick Ballroom	600	\$ 500	\$ 600 (ns)
U-shape	Regency D	50	\$ 600	\$ 700
Other/Reception	Atrium	500	\$ 300	\$ 400

* all meeting room rental fees are negotiable based upon program of events & food & beverage chosen.

Full Day Meet Room Rates

The bidder shall provide the following full day meeting room rates. The bidder may attach this information but it must be indicate in the following.

Seating Style	Room Name	Seating Capacity	Year 1	Year 2
Banquet	Garden State ballroom	200	\$ 2500	\$ 3000
Classroom	Roxbury ballroom	480	\$ 10,000	\$ 13,000
Crescent Rounds	Conference "A"	45	\$ 600	\$ 800
Theater	Brunswick A	125	\$ 500	\$ 750
U-shape	Brunswick ballroom	50	\$ 2000	\$ 3000
Other Banquet	Atrium	175	\$ 1000	\$ 1200

* all meeting room rental fees are negotiable based upon program of events +
Breakout Room Rates Food + Beverage Chosen

The bidder shall provide following breakout room rates. These rooms shall be separate from the meeting rooms.

The bidder may attach this information but it must be indicate in the following.

	Year 1	Year 2
Half Day Breakout Room Rates	\$ 125	\$ 150
Full Day Breakout Room Rates	\$ 250	\$ 300

Exhibit Charges

The bidder shall provide exhibit charges below.

	Year 1	Year 2
Exhibit Table Space Rental	\$ 0	\$ 0
Exhibit Table Electric Charges	\$ 75	\$ 100

The bidder shall submit all pricing with the bid proposal by completing the price sheets or the bidder may attach all applicable price lists. If the bidders submit attached pricing information it shall meet all the requirements of the bid proposal.

Hyatt Regency New Brunswick

ROOM DIMENSIONS & CAPACITIES

Room name



Room name	Room Dimensions Length x Width x Height	Square Feet	Banquet	Reception	Theater	Classroom	Boardroom	U-Shape	Hollow Square	Exhibit
FIRST FLOOR LOBBY LEVEL										
REGENCY BALLROOM	120' x 80' x 16'	9,600	925	1,500	1,200	486	n/a	n/a		
REGENCY A, B, & C	84' x 40' x 16'	3,387	200	250	300	200	n/a	n/a		
REGENCY A, B, C, & FOYER	84' x 60' x 16'	5,059	340	375	450	300	n/a	n/a		
REGENCY D, E, & F	84' x 60' x 16'	5,080	340	375	450	300	n/a	n/a		
REGENCY D, E, F, & FOYER	84' x 80' x 16'	6,752	420	500	600	400	n/a	n/a		
REGENCY A	40' x 28' x 16'	1,120	70	75	125	72	34	36		
REGENCY B	40' x 28' x 16'	1,120	70	75	125	72	34	36		
REGENCY C	40' x 28' x 16'	1,120	70	75	125	72	34	36		
REGENCY D	60' x 28' x 16'	1,680	110	100	175	90	50	50		
REGENCY E	60' x 28' x 16'	1,680	110	100	175	90	50	50		
REGENCY F	60' x 28' x 16'	1,680	110	100	175	90	50	50		
GARDEN STATE BALLROOM	74' x 34' x 10'	2,516	200	300	260	130	—	—		
GARDEN STATE A	34' x 22' x 10'	748	50	75	70	45	22	30		
GARDEN STATE B	34' x 26' x 10'	884	50	75	85	50	24	30		
GARDEN STATE C	34' x 25' x 10'	850	50	75	70	45	22	30		
SECOND FLOOR										
BOARD ROOM	25' x 17' x 9'	425		PERMANENT CONFERENCE STYLE SEATING FOR 15 PP						
DOUGLAS-KILMER	36' x 13' x 9'	468	33	40	45	28	30	—		
DOUGLAS	18' x 13' x 9'	234	12	20	20	10	12	—		
KILMER	18' x 13' x 9'	234	12	20	20	10	12	—		
CONFERENCE ROOM A	31' x 24' x 9'	744	50	75	80	45	28	30		
CONFERENCE ROOM B/C	49' x 33' x 9'	1,617	110	150	188	120	—	52		
CONFERENCE ROOM B	24' x 33' x 9'	792	50	75	80	45	28	30		
CONFERENCE ROOM C	24' x 33' x 9'	792	50	75	80	45	28	30		
FORUM A	21' x 12' x 9'	252	12	10	20	n/a	15	—		
FORUM B	21' x 14' x 9'	294	12	10	20	n/a	15	—		
LOWER LEVEL										
BRUNSWICK BALLROOM	67' x 116' x 11'	7,700	400	550	600	300	—	—		
PREFUNCTION	40' x 34' x 8'	1,360	100	—	—	—	—	—		
BRUNSWICK A	32' x 39' x 11'	1,248	90	—	125	75	34	36		
BRUNSWICK B	26' x 39' x 11'	1,014	80	—	120	70	30	34		
BRUNSWICK C	26' x 35' x 11'	910	50	—	70	55	20	30		
BRUNSWICK D	32' x 35' x 11'	1,120	50	—	70	55	20	30		
BRUNSWICK A, B, C, & D	58' x 74' x 11'	4,292	225	325	450	250	—	—		
ATRIUM	60' x 50' x 20'	3,000	175	500	—	—	—	—		

* Center Ballroom areas D & E cannot be sold separately